

# CITY OF AUGUSTA

## Department of Public Schools

### JOB DESCRIPTION

**TITLE:** BUS MONITOR

**REPORTS TO:** Director of Special Education

**JOB GOAL:** Ensure children remain safely seated while the bus is in motion, maintain order on the bus, understand and follow written and oral instruction, follow basic principles of childhood development and establish good relationships with the children, the bus driver, the parents and other staff.

**QUALIFICATIONS:**

1. High School Diploma or equivalent;
2. Previous successful work or volunteer experience with children;
3. Calm and respectful demeanor;
4. Successful background, criminal records, fingerprinting and reference check; and
5. Strong verbal communication skills.

**PERFORMANCE RESPONSIBILITIES:**

- Rides school bus to prevent altercations between students and prevent damage to bus.
- Participates in school bus safety drills.
- Establishes regular communication with the Director of Special Education, Special Education staff, and the Bus Driver.
- Conferences with individual teachers about student's needs to determine action steps for improving behavior.
- Safely and securely carries out safety procedures when children are on the bus.
- Participates in on-going training to support students with special needs.
- Performs all other appropriate duties as assigned.

**TERMS OF EMPLOYMENT:**

Part-time school year position

Hours and work schedule to be determined on an annual basis

**EVALUATION:**

The Director of Special Education or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.